

**Project Food
Administrative Assistant Application Form.**
Closing date: Friday 3 February
Please make sure that you do not exceed 3 pages.

Name

Address

Telephone

Email

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Please tell us how your administrative experience is relevant to the position of Administrative Assistant.

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You will need excellent IT skills (in particular Microsoft Office) for this job: please tell us more about yours.

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This role is central to us delivering a well-run and organised service. Please can you tell us how in particular you could help us to deliver this.

Please explain what it is about this job that has motivated you to apply for it.

Please give us the names and contact details for two referees. We will not contact these without first consulting you.

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